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| **Role Title** | **Archiving Assistant**  |
| **Department** | Interpretation |
| **Team** | Interpretation and Creative Learning |
| **Responsible To** | Archivist |
| **Role Overview** | We hold an impressive archive and collection of items of historical relevance, documenting the history of the Park and Palace. The curatorial team are working to ensure the archives and collections are looked after, researched and interpreted in the most accessible way possible. They need volunteers’ help in a wide variety of tasks, such as rehousing collections, sorting through and weeding duplicates, and listing material. |
| **Key internal relationships** | Archivist, Curatorial and Interpretation Manager  |
| **What you will be doing:** | * Sorting material and weeding duplicated – The archive collection is currently housed in approximately 400 unsorted boxes. We need help sorting the material, disposing of duplicates and material unsuitable for preservation.
* Repacking and listing – You will repackage material into suitable packaging, helping to ensure its long term preservation. Some listing work will also be required.
* Contributing to blog posts detailing the progress of the project
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| **What are we looking for:** | **Education / Qualifications / Memberships**N/A**Experience*** Previous experience is desirable but not essential. Full training will be provided.

**Skills and Knowledge*** Good communication skills and a good level of spoken English
* Reliable with excellent time-keeping skills
* An interested in the history of Alexandra Park and Palace
* An interest in the care of collections
* Attention to detail and good observational skills
* Computer Literacy
* Ability to carry boxes of material
* Friendly, approachable and confident
* Interest in History and/or archives
* An interest in blogging
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General Obligations

1. **Health and Safety**

All volunteers have a duty to uphold the health and safety of people at work and members of the public on site in accordance with H&S legislation and AP policy.

1. **Equality**

Commitment to equality of opportunity in the service we provide to our customers and as an employer.

1. **Safeguarding**

Demonstrate commitment to safeguarding of children, young people and vulnerable adults.

1. **GDPR**

To handle personal data in accordance with the organisation’s data protection policy and to record all processing activities in the organisation’s data register where appropriate.

**Behavioural Competency Framework – Volunteers**

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|  | **We Will** | **We Won’t** |
| We are **Collaborative** | * Look out for and support each other
* Help less experienced volunteers and employees
* Try to help customers and visitors who have challenges or complaints and take them to the right person
* Be flexible and support wherever needed
* Build relationships with all
 | * Say “no” when asked to help
* Cancel - except in extreme emergencies
* Let others down
* Be overly precious about what we do
* Work in isolation
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| We are **Bold** | * Actively provide feedback to the organisation
* Share our ideas and experience freely with all– what we do elsewhere that makes a difference
* Be open to new ideas and new ways of doing things
 | * Keep ideas for improvement to ourselves
* Act unenthusiastically
* Make assumptions and blinker creativity
* Have rigid opinions on how things should be done
* Dismiss the ideas of others
* Make the same mistakes
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| We are **Passionate & fun** | * Demonstrate enthusiasm and excitement all we do
* Spread the word about Ally Pally at every opportunity
* Praise colleagues for a job well done
* Be friendly and cheerful
* Bring energy and fun to the role
* Inspire others through our own self-motivation
 | * Ever say “I’m only a volunteer”
* Look bored and disinterested when volunteering
* Act in an unfriendly manner
* Give up when the going gets tough
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| We are **Resourceful** | * Demonstrate a can-do attitude and share ideas and solutions to problems
* Think outside the box
* Anticipate our customer’s and visitor’s needs
* Be reliable and deliver what is asked of us
* Deliver on our promises
 | * We won’t assume that someone else will do it
* Say it is someone else’s responsibility – we will take ownership
* Won’t be wasteful with time and resources
* Grumble & moan
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| We are **Open & Genuine** | * Show tolerance and patience with all
* Welcome new volunteers and share our knowledge and experience
* Work as equals and respect each other
* Arrange socials and lifts
* Acknowledge the experience of others when we don’t know something
* Put aside personal bias and judgments
 | * Judge other volunteers for their level of input
* Point score
* Act in a superior or bossy way
* Criticise others or Ally Pally in front of members of the public or other volunteers
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